

**NATIONAL FOREIGN INTELLIGENCE COUNCIL**

WASHINGTON, D.C. 20505

NFIC/NFIB-2.1/43

17 August 1982

MEMORANDUM FOR NATIONAL FOREIGN INTELLIGENCE COUNCIL  
NATIONAL FOREIGN INTELLIGENCE BOARD

FROM: Walter Elder  
Executive Secretary

SUBJECT: Attendance at NFIB and NFIC Meetings (U)

1. Should a principal or his alternate be unable to attend a meeting, a qualified and cleared representative should be designated personally by the principal or his alternate. The name and security clearance certification should be provided to the Executive Secretary well in advance of the meeting. (U)

2. This procedure is intended to prevent the recurrence of sending a representative who is not qualified to discuss agenda items or one who does not have the necessary security clearances. (U)

  
WALTER ELDER

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